



Purchasing Agent: GLENDON MITCHELL

Item: MICROSOFT SOFTWARE PRODUCTS (NON-ACADEMIC), SELECT 5.1

Vendor: 01313F DELL MARKETING LP
ONE DELL WAY, RR 8
ROUND ROCK, TX 78682

Internet Homepage: <http://www.dell.com>

Telephone: (800) 981-3355

Fax number: SEE BELOW

Contact: SEE BELOW

Email address:

Brand/trade name: MICROSOFT

Price: 21.76% discount off Level C Pricing for Applications and Systems,
Level B Pricing for Servers

Terms: Net 30

Effective dates: 09/28/2001 through 09/30/2003

Days required for delivery: 7 - 10 Days

Minimum order: One

Min shipment without charges: FOB Destination

Contract renewal options: One Option for One (3) Three Years Renewal

NOTE: ACADEMIC USERS SEE CONTRACT PD-1101, SOFTWARE HOUSE INT.

AR DENOTES >AUTHORIZATION REQUIRED=CONTRACT. STATE AGENCIES ARE REQUIRED TO FOLLOW: >STATE AGENCY ORDER PROCESS=LISTED HERE IN.

This contract covers only those items listed in the price schedule. It is the responsibility of the agency to ensure that other items purchased are invoiced separately. State agencies will place orders directly with the vendor (creating a PG in Finet) and make payments for the same on a PV referencing the original PG. Agencies will return to the vendor any invoice which reflects incorrect pricing.

Remit To: 94792A **Dell Marketing LP**
c/o Dell USA L.P. Dept.
CH 14012
Palatine, IL 60055-4012



IMPORTANT INFORMATION REGARDING ORDERS FOR MICROSOFT SELECT 5.1 PRODUCTS

Products on the Microsoft Select software contract differ from products sold at retail stores. At a retail store, you are purchasing a license, media and documentation kit in one package. With the MS Select contract, you can purchase each of these three items separately. Please review the definitions listed below before making your purchase. Note that each item is priced and sold separately. **** YOU MUST SPECIFY EACH ITEM NEEDED.**** State agencies are required to order software on a separate purchase order from hardware. Other users are **STRONGLY ENCOURAGED** to follow this ordering procedure.

- LICENSE** A license is the purchase or the right to install/run software legally on a system. Each system running software must be licensed for each software package loaded on the computer. Dell part # is 411-XXXX, 414-XXXX, or XXXXXSEL.
- C No formal license certificate will be shipped from Dell. The only thing you will receive from Dell is the invoice, which is due and payable within Net 30 terms. Licenses are sent directly from Microsoft.
 - C In the case of a Microsoft audit, Dell will work with you to verify payment of any licenses ordered. Please retain all copies of your invoices and purchase orders.
 - C invoices are sent to the Abill to@address specified on the Purchase Order. Your Accounts Payable or Abill to@contact can provide an invoice copy if required for your records.
 - C **NOTE:** License purchase and hardware purchase are independent of each other. Invoice payment is due and payable within Net 30 terms.
 - C Media and Documentation are NOT included with a license purchase, but may be ordered as a separate SKU or line item on the same purchase order at the price specified in your MS Select contract.
- MEDIA** CD containing a copy of the software you have licensed. Dell part # is 03-XXXXXX or 13-XXXXXX.
- C CDs are sent to the Aship to@address from Microsoft's Fulfillment agent (World Wide Fulfillment/Modus Media) directly and take approximately 5-10 business days to ship. **NOTE:** Dell cannot expedite these orders.
 - C Invoices are sent to the Abill to@address specified on the Purchase Order and are separate from license order/invoice.
 - C Multiple installs are allowed with the CDs, but each system must be licensed.
 - C **Office products CDs** Please note: Microsoft has recently begun shipping these CDs as keyless, which will require customers to call to the Microsoft Customer Service Center (888/352-7140). Please identify yourself as Microsoft SELECT customer and provide your enrollment #. You will be issued a 25 alphanumeric key code that will unlock any of the Office product CDs (please keep this key code in a safe place as you will need it when you use the CD).
- DOC KIT** Documentation kits are reference or user manuals that give basic Agetting started@information for software installation. Dell part # is 03-XXXXXX.
- C Documentation kits are sent to the Aship to@address from Microsoft's Fulfillment agent (World Wide Fulfillment/Modus Media) directly and take approximately 5-10 business days to ship. **NOTE:** Dell cannot expedite these orders.
 - C Invoices are sent to the Abill to@address specified on the Purchase Order and will be separate from the license order/invoice. If CD and documentation kit are ordered on the same PO, they should ship together.



- C A documentation kit is a separately priced item and does not include a software license or media.

PRICING For current pricing visit the Dell web site at: www.dell.com then State and Local Government, then look for Select a State (click Utah), then look for Custom Links, then look for MS Select Store.

ORDERING MICROSOFT SELECT PRODUCTS

State Agencies and Political Subdivisions (Cities, Counties, ect.) must be enrolled in the program in order to participate. The enrollment *MUST* be in place *prior* to submitting your order. Contact your MS Select sales representative, Microsoft Account Executive, or State Agencies Contact, Ted Wallace (801) 538-3463, for more information regarding enrollments. Your user group will be assigned an enrollment number that should be referenced on all purchase orders. **THE STATE OF UTAH'S SELECT 5.1 AGREEMENT NUMBER IS: 01S55013.**

Microsoft product activation requires Volume License Keys®. Microsoft has introduced Product Activation technology worldwide, with all of the Office XP product family components including Visio and MSDN. This technology incorporates an activation wizard that requires volume license customers to input a 25 character Volume License Key (VLK) when installing products from Select, MSDN and Worldwide Fulfillment (WWF) CD Media.

Each volume license entity that completes an enrollment will be assigned a unique Volume License Key for each product family (starting with the XP product line). In order to install certain products (e.g. the Office XP Family of Desktop Applications) from fulfillment media or Select CDs, you must use the Select/Enterprise Volume License Keys. Microsoft will assign your entity their Volume License Keys which are intended for your exclusive use.

BUNDLED SOFTWARE ON NEW HARDWARE ORDERS

Dell: Contact Brad Garbade at (800) 416-3355 x 66280 or Brad_Garbade@dell.com There is a 1 penny charge for this service.

For other manufacturers (IBM, Gateway, Compaq, etc.....)

a. Gateway: Installation of Microsoft Office, 2000 or XP, Standard or Professional, is available for \$15.00 per system. All other Microsoft Select installations are available but pricing has not yet been determined. Discounts may be offered on larger quantity orders or on systems with multiple Microsoft Select license software installations. Complete custom hard drive imaging is also available and is especially nice for larger orders for out-of-the box readiness including network settings, etc. Contact the Gateway rep Jim Woolley (801-550-8470) for special pricing and custom hard drive imaging requirements. A part number (forthcoming) for this service is to be included is a line item on the hardware purchase order.

b. Compaq

c. IBM

d. Hewlett Packard

**STATE AGENCY ORDER PROCESS:**

- C ITS must have on file from each agency, a list of authorized personnel that will be ordering Microsoft software.
- C Software requests should include Agency's Enrollment Number, DASID, Quantity required, Dell SKU, Unit Price, Product Name and the Microsoft P/N.
- C Software requests and Lists of Authorized Personnel are to be e-mailed to: tedwallace@utah.gov
- C Software is to be ordered on a separate purchase order from hardware purchases.
- C Billing will be accomplished via MLA
- C ITS will keep Microsoft Licenses, organized by agency enrollment number.

CITIES, COUNTIES AND OTHER POLITICAL SUBDIVISION ORDER PROCESS:

PURCHASE ORDER PO's may be faxed or mailed (see below) to your Dell sales rep for Microsoft Select products:

FAX# : (800) 433-9527

Mail PO-s to: Dell Computer Corporation
Attn: SLG Sales
P.O. Box 149254
Austin TX 75312

Remit PAYMENTS to: Dell Marketing L.P.
c/o Mellon Lockbox - Dept. 0747
P.O. Box 120001
Dallas TX 75312

CREDIT CARD Only a Government credit card (Visa, MasterCard, AMEX) may be used and must include the four digit CID number.

ONLINE No online ordering is available at this time.

RETURNS Customer Care (800) 981-3355 x69006.
NOTE: Items must be returned within 30 days of the invoice date.

CONTACTS**DELL SALES REPRESENTATIVE FOR MICROSOFT SELECT**

Christy Evans
(800) 981-3355 x49398
Fax: (800) 433-9527



Email: Christy_evans@dell.com

DELL SALES REPRESENTATIVES

Brad Garbade (Inside Rep.)
Telephone: (800) 981-3355 Ext. 66280
Fax: (800) 433-9427
E-mail Address: Brad_Garbade@dell.com

Jill Olerich (Outside Rep.)
(303) 346-4938
Jill_olerich@dell.com

CONTRACT ADMINISTRATOR

Annie Fritsch - State & Local Government
(800) 981-3355 x83730
One Del Way, Plaza 35 Box 7007
Round Rock TX 78682
Annie_fritsche@dell.com

MICROSOFT ACCOUNT EXECUTIVE

Alan Stevens
(801) 333-8100
60 East South Temple, Suite 1570
Salt Lake City, UT 84111
astevens@microsoft.com

REPORTS

Upon request Dell can provide extensive reporting capabilities. Dell will provide proof of licensing through Reporting. Reporting is offered on a quarterly basis and is available monthly upon request. The dedicated Licensing Specialist for Licensing is Annie Fritche. This service would be requested through Annie at 1-800-981-3355 x83730 and includes the following:

1. Detail by product
2. Summary by product
3. Detail by site (Dell customer number)
4. Summary by site
5. Product order confirmation

FINET COMMODITY CODE(S):

20820000000-BUSINESS SOFTWARE MISC: AGENDA, LABELS MAIL LIST, PLANNING, SCHEDULING

20850000000-GRAPHICS CLIPART, DEMOS, PRESENTATION, SLIDE SHOWS, ETC.....

20884000000-SPREAD SHEET

20894000000-WORD PROCESSING, TEXT EDITORS, SPELL CHECKERS

Filename: AR1429Mi
Directory: C:\Documents and Settings\kbrereto\Local Settings\Temp
Template: C:\Documents and Settings\kbrereto\Application
Data\Microsoft\Templates\Normal.dot
Title:
Subject:
Author: gmitchel
Keywords:
Comments:
Creation Date: 11/16/2001 12:16 PM
Change Number: 1
Last Saved On:
Last Saved By:
Total Editing Time: 1 Minute
Last Printed On: 11/16/2001 12:57 PM
As of Last Complete Printing
Number of Pages: 5
Number of Words: 1,511 (approx.)
Number of Characters: 8,616 (approx.)